



ARCHDIOCESE OF
NEW ORLEANS

Office of Communications

WEB PORTAL INSTRUCTIONS

- 1) Open browser software
(Safari, Explorer, Firefox, etc.)
- 2) <http://documart.com>
- 3) Corporate login
- 4) New Orleans, LA
- 5) Username: (email address)
- 6) Password: (can be changed by user only)
- 7) Select Item(s)
 - Select quantity
 - Click on “customize document”
 - Enter Information then update preview
 - Check approve box
 - Add to cart
- 8) Check-out

DocuMart[®]

Your Partner In Printing

Questions or problems contact:

Gary Garrison, email: garyg@documart.com, Phone: (504)733-4616

or

Shelly Melton, email: shellym@documart.com, Phone: (504)400-4663